

## **POSITION: PURCHASING AGENT**

### **BASIC FUNCTION OF POSITION**

Under the supervision of Procurement Supervisor, provides services and purchases variety of "off-the-shelf" items from local sources for the State and supportive agencies. Responsible for off-shore purchase of items, such as replacement furniture, furnishing and equipment and automotive and equipment spare parts. Responsible for purchasing of petroleum products, building materials & office supplies. Develops and maintain market data regarding suppliers and prices for items purchased.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Assists the senior Procurement Supervisor in the preparation of local purchase requests, purchase orders or blanket purchase agreement as appropriate. Responsible and ascertains for the procurement of supplies and services from local sources, processing and forwarding payment voucher to B&F for payment. ----50%
2. Assists in reviewing quotations and proposals submitted and prepares summaries and analysis, including recommendation to the best offer, considering price, bidder's capabilities and reputation, and similar factors. ---20%
3. Develops and maintains market data regarding suppliers and prices for items purchased. Coordinate with the FSN-4 Supply Clerk (P52 -250) at the Gas Pump in Purchasing the petroleum products. Back up responsible for procurement of maps and publications for USG agencies and Mission abroad. ----15%
4. Maintains procurement statistics as required to the respective database and systems. Prepares data input and maintains statistics for the ILMS\_ Ariba (FPDS) program.----5%
5. Assists other procurement personnel and fill in during any absence. ---5%
6. Other duties as assigned by senior Procurement Supervisor.-----5%